

LANCASTER COUNTY  
MOTOR VEHICLE COORDINATOR

#### NATURE OF WORK

This is responsible supervisory work scheduling, assisting and overseeing Motor Vehicle Clerks in processing motor vehicle assessments, titles and registrations.

An employee in this class is responsible for assigning and evaluating the work performed by Motor Vehicle Clerks. Work involves assisting in coordinating work flow to and from subordinate staff, scheduling work assignments and responding to subordinate requests for assistance/information. Work also involves communicating procedural and regulatory changes to staff, coordinating work teams for special projects and maintaining file records. Individuals within this class work independently exercising initiative in problem-solving and oversight activities. Supervision is received from an administrative superior with work reviewed in the form of reports, conferences and results achieved.

#### EXAMPLES OF WORK PERFORMED

Schedule, assign and evaluate the work performed by Motor Vehicle Clerks; assist in coordinating work flow to and from subordinate staff; assist in interviewing and selecting job candidates; oversee training programs for new Motor Vehicle Clerks; develop office procedures based on administrative interpretation of legislated statutes and governmental requirements; communicate procedural and regulatory changes to staff.

Provide ongoing informational support and assistance to subordinates acting as a supervisory resource with regard to motor vehicle titling, registration and assessment; provide motor vehicle personnel support and coordinate work teams for special projects as needed; assume Motor Vehicle Manager responsibilities in her absence.

Assume responsibility for atypical or complex motor vehicle titling, assessment or registration issues involving telephone, correspondence or personal contact with the public, lending institutions or County authorities; communicate with other County and state officials regarding customer vehicle status/compliance; maintain computerized and written motor vehicle records and filing systems.

#### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of office practices, procedures and equipment.

Considerable knowledge of motor vehicle laws, regulations and requirements.

Knowledge of vehicle types, models and assessment methodologies.

Some knowledge of computer hardware and operating systems.

Some knowledge of accounting principles and methods.

Ability to schedule, supervise and evaluate the work of subordinate staff.

Ability to make operational decisions in accordance with departmental policies and legislative requirements under stressful situations.

Ability to establish and maintain effective working relationships with coworkers, County authorities and the general public.

Ability to communicate effectively both orally and in writing.

Ability to maintain both computerized and written records and filing systems.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent with considerable experience in supervising subordinates in moderately complex clerical work involving considerable public contact.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent with experience in supervising subordinates in moderately complex clerical work involving considerable public contact or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

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